

FY 2018 Flex EMS Supplement

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FY18 EMS Sustainability Projects Wrap-up

- No PIMS reporting requirement
- End-of-year report due December 30, 2019
 - This is the due date even if you have an approved Extension without Funds request
- Report template on the [Flex Guidance page](#):
 - [FY 2018 Flex EMS End of Year Report](#) (Word - 4 pages)
- Submit through EHB- “Flex EMS Sustainability Final Report”

FY 2018 Flex EMS Sustainability Project

End-of-Year Report

Instructions

The FY 2018 EMS Flex Sustainability project will require a final report. Reports are due 120 days after the end of the reporting period.

Due December 30, 2019: Summary report of project results and related outcome measures as a result of this project funding. Report should also include a brief summary of spending of the \$52,631 administrative supplement. Further instructions will be provided by your project officer.

These instructions outline the suggested format and content for the FY 2018 Flex EMS | Sustainability Project End-of-Year Report. Use the following sections, prepare the report in .docx or .pdf format, and upload the file to the Electronic Handbooks (EHB) reporting task. You do not need to attach a copy of the work plan unless there were substantial changes during the project year from the original approved work plan. The final report should be five to ten pages long, including pictures and tables.

The End-of-Year report is the only reporting requirement for the FY 2018 Flex EMS Sustainability Project. PIMS will not have any questions regarding these projects. The information from these reports will be used to inform future program direction, identify best practices and promising interventions and share our findings with Flex program stakeholders.

Using this report, you are expected to describe the activities completed by participating rural EMS agencies and other partners. Please include the "Basic Information," "Purpose" sections for all projects and the narrative section(s) corresponding to the activities in your work plan. In the narrative section, please tell the story of what you did and how it affected the participants and the communities.

Basic Information

Purpose

Briefly describe the purpose of the project, the need your project addressed, and data used to identify the need. Was this a planning project or an implementation project?

Participants

How many EMS agencies did you originally expect to participate in the project? How many EMS agencies actually participated in project activities?

Partners

Please list and identify other partners and collaborating organizations that participated in this project. Contractors paid for services are not considered collaborators however one organization may be a contractor for some projects and a collaborator for others.

Expenditures

How much did you spend to implement this project? Did you supplement the \$52,631 FY18 EMS Sustainability award with funding from other sources? Did you have unspent funds remaining at the end of the budget period (use best estimate)?

Objective 1: To develop and implement sustainable models of rural EMS care

Project Details

Describe the intervention, including:

- The intervention and expected outcomes
- How the intervention was implemented
- Time, effort and cost of implementation at the rural EMS agency level
- The cost of any new tools or data collection systems required

Results

Provide a description of your outcome measures, as well as your baseline data, your target and final data for each measure. To what extent did you meet your targets? Each project must have 1-3 outcome measures. Suggested outcome measures for common projects are listed below. The suggested outcome measures are optional and intended for those who did *not* propose specific outcome measures in their application. You should report your baseline, target and results for each measure as a part of your End-of-Year report. Please note that we will not ask you to submit measures before the End-of-Year report but we strongly encourage you to track progress throughout the year.

Suggested measures:

Assessments- number action items identified; number and percent of recommendations adopted

Training- number and percent of participants who implemented at least one change as a result of the training; number and percent of participants receiving certification or licensure; number of best practices disseminated

Impact

Describe the effect of this project. To what extent did the intervention have the expected effect? To what extent did the intervention impact the stated need? For example, describe changes in EMS operations or in available assessment information that will inform future planning. In what ways was the project successful? Tell the story of your project's impact.

Barriers, Lessons Learned and Sustainability

What barriers to implementation did the state Flex program and local EMS agencies encounter?

End-of-Year Report

- Purpose
- Participants- how many agencies, individuals participated?
- Partners- who collaborated with you? Exclude contractors
- Expenditures- how much did you spend? Do you have money left?
- Project description and results
 - Project details
 - Results- including measures
 - Impact
 - Barriers, Lessons Learned and Sustainability
 - Recommendations

Questions?